

FACTORY RULES

This Factory is open to Unionists and Non-Unionists without distinction. Coercion or interference of any kind between Workmen is not permitted. Any breach of this Rule must be immediately reported to the Firm.

The Posting up of any Notices except with the sanction of the Employer is forbidden. Shop Meetings must not be held in any part of the Premises, nor collection of money made for any purpose whatever, except with the permission of the Firm.

1. From the 1st Monday in April to the Saturday before the 1st Monday in October, inclusive, this Factory will be opened at 7.30 a.m., and close on
at p.m., on
at p.m., and on Saturdays at p.m.

2. The doors will be locked for half an hour after opening time, then opened to let in late comers, after which they will continue locked for the remainder of the morning or afternoon, as the case may be.

3. No interval is allowed to Day Workers for Lunch, but for Tea they may suspend work at o'clock for minutes. (The time allowed for Tea forms no part of the 54 working hours.) Piece Workers who require Lunch are to commence same at 10.15 during Summer hours, and at 10.30 during Winter hours, and not to take longer than 15 minutes. Tea same time as Day Workers.

4. When the Factory is opened at 7.30 a.m. Dinner Hour is from 12.30 to 1.30, and when it is opened at 8 a.m., Dinner Hour is from 1 to 2.

5. Operatives are to confine themselves to their own department of the Factory, and no one will be admitted to any part of the Factory except the actual employees. Any other person is to apply first at the Office or Counting House, and should any person or persons not in actual employ of the Firm be found on the premises without permission, they will be required to leave forthwith.

6. Operatives are required to proceed quietly with their work, and to complete same with reasonable despatch. Any Piece Worker leaving work undone for more than 24 hours will be liable to have such work taken away. The hours for shopping work are as follows:—

Lasters
Finishers

7. Should a Piece Worker be kept waiting for work more than an hour, he may request permission from the Foreman to leave the Factory, and may not re-enter except at the times before specified.

8. All Operatives on weekly wages are required to give, and they will receive, one full week's notice to leave, to expire on the ordinary pay day except in cases where the Manufacturer and Operatives have mutually agreed to waive the practice of giving and taking notice.

9. Operatives are strictly forbidden to take any of their Employer's goods or any work, whether made or unmade, off the premises, without permission, or any parcel without a pass from the foreman of his department. Should any man desire to raise any question as to the quality of work, or to claim any extra, he is to follow the Arbitration Rules strictly.

10. Swearing, using obscene language, singing, shouting, or unnecessary noise; sending out for beer or other intoxicating drink; throwing leather or other articles at each other, and writing or drawing upon the walls or doors of the Factory, are forbidden.

11. Smoking is strictly forbidden in any part of the premises, and no light may be struck until the smoker is clear of the Factory.

12. Operatives are expected:—

1. To be as economical with the Gas as possible.
2. To keep each man to his own peg where pegs are provided.
3. To wash w.c's after using.

13. From the 1st Monday in October to the Saturday before the 1st Monday in April, both inclusive, the times of opening and closing above specified will, in every case, be half-an-hour later.

BY ORDER OF THE NORTHAMPTON MANUFACTURERS' ASSOCIATION.